

## ORDERING INFORMATION

1. This price list supersedes all previous price lists.
2. All prices include prepaid freight to nearest point served by common carrier; other routing methods will result in additional freight charges.
3. Asterisk \* in front of product description designates change, see Changes/Miscellaneous section in back of Price List for explanation.
4. The division no longer requires a minimum delivery of four cases. We can deliver any case requirement; however, we must recover the minimum trucking charge of **\$15.40 for a one-case delivery, \$12.10 for a two-case delivery, and \$8.80 for a three-case delivery**. The minimum charge will appear as a separate item on your invoice and will be included in your invoice total. We are committed to providing quality service at the lowest cost possible and are pleased to extend this option to you.

### **SPLIT CASE CHARGES**

.40 cents per:

- bottle
- carton
- pack
- box

Product packaged in a pack or carton must be ordered in that quantity.

6. Please state licensee name and customer number on all order forms and correspondence.
7. Order forms are available via ELIQUOR 2.0, <http://eliquor.wyoming.gov> List split cases by bottles or cartons at bottom of order forms. **ALL ORDERS MUST BE SIGNED BY LICENSEE OR AUTHORIZED AGENT. Orders received after 2 p.m. are not processed until the next business day.** Be aware that volume dictates if we need to close out any day's business prior to 2 p.m. This happens only occasionally, usually the day after a holiday or during the Christmas/New Year's season. Please plan ahead and allow for second day shipment whenever possible. Licensees may place orders for coded items by FAX 24 hours a day, 7 days a week on our toll free number 800-443-7853.

**Online Ordering – Registered licensees may place both standard and special orders via the ELIQUOR 2.0 web site 24 hours a day, 7 days a week:**

<http://eliquor.wyoming.gov>

**Orders received after 2 p.m. are not processed until the next business day. Please note that all online orders for LISTED items are STAND ALONE orders, and may not be added to at a later time. Orders placed for less than 4 cases will have additional freight applied.**

8. The division will substitute merchandise only upon request of licensee or authorized agents.

9. **PLEASE SUBMIT SPECIAL ORDERS ON SEPARATE ORDER FORMS.** Special order forms are available via ELIQUOR 2.0 <http://eliquor.wyoming.gov> **SPECIAL ORDERS MUST BE SIGNED BY LICENSEE OR AUTHORIZED AGENT.** Due to pooling of shipments, please allow at least 45 days for delivery. **SPECIAL ORDERS MUST BE IN STANDARD FULL CASE QUANTITIES.** Accurate product descriptions are necessary for special orders. Please submit product advertisements or labels if possible. When specifying vintages on special orders, you must specify only if you will not accept alternative vintages. Vendors may substitute vintages not specified as only and you will be obligated to accept them. Special order handling charges will be computed as follows:

\$2.00 per case for 40 cases or less; \$40.00 maximum per purchase order regardless of number of cases if ordered from any one vendor and received in same shipment.

*Example:* 19 cases = \$38.00

21 cases = \$40.00

10. California pool shipments are accumulated continually. Special orders are processed daily and shipped when 1000 to 1200 cases of product (listed and specials) have accumulated, usually three times per week. New Jersey pool shipments are shipped when 200 to 300 cases have accumulated, usually twice per month.
11. **PLEASE FILE ALL BREAKAGE AND SHORTAGE CLAIMS WITH CARRIER AT TIME OF DELIVERY.**
12. Report all MIS-ORDERED AND MIS-SHIPPED merchandise to the division within five (5) working days after receipt of product. The freight carrier will pick up such merchandise upon delivery of your next liquor order. Licensees may not receive credit for merchandise returned without prior approval from our accounting section. The division will deduct outgoing freight from credit on mis-ordered merchandise.
13. Hold all merchandise with CONCEALED DAMAGE for inspection by a compliance agent. Do not ship merchandise with concealed damage to the Liquor Division. Please fully complete a separate claim form for each sales representative. Claims for special ordered merchandise are subject to the approval of the vendor, and credit will be issued when the division receives payment from the vendor.
14. **Prices, labels, ages, vintages and proofs are subject to change without notice.**
15. The division is closed for all national holidays and any other days declared by the Governor.